



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • P.O. Box 30205 • Lansing, MI 48909  
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January 19, 2016

## **PROGRAM ANNOUNCEMENT**

### **Chief Judges & Court Managers Seminar**

**March 8-10, 2016**

Hall of Justice Conference Center  
Lansing, Michigan

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#### **INTRODUCTION**

The Michigan Judicial Institute (MJI) is pleased to offer a two-and-a-half-day seminar for the new or experienced chief judge and his/her court manager. The seminar is designed to develop or enhance the critical administrative skills of the chief judge and the court manager. The seminar will focus on the essential elements of court management: leadership & leadership styles; human resource management; budgeting and fiscal management/administration; as well as introduce a process for leading a successful change effort in the court.

#### **PROGRAM DESCRIPTION**

This two-and-a-half-day seminar will offer chief judges and court managers an opportunity to focus on topics essential to effective court management.

The seminar will begin with an afternoon session on enhancing court services through improved jury management. During the session, participants will learn about:

- current circuit court initiatives to improve jury management practices,
- functions and features of jury management software,
- frequently asked questions regarding the role and function of the jury board, and
- coordination of jury management duties between the court and the county clerk.

On the second day, participants will spend time on budgeting and fiscal management with a look at the budgeting issues currently facing Michigan courts. In addition, participants will receive information on key human resource management principles and discuss issues related to working with collective bargaining units and the county personnel office, as well as compliance with current employment law requirements.

On the third day, participants will consider the leadership role in the court system and the art of delegation. In addition, using an assessment instrument, the participant will learn about their leadership style as it relates to their role as chief judge or court manager. During the last segment of the day, participants will be introduced to a process for successfully implementing a change or innovation in their court. *Chief Judges: when you register to attend the seminar, please identify one major innovation that you plan to institute during your tenure.*

## FACULTY

The seminar faculty will include:

R. Dale Lefever, PhD, Court Management Consultant

### *Michigan Supreme Court Personnel:*

Elizabeth Barber, CPA, Finance Director  
Karen Ellis, CPA, Budget Specialist  
Edward Zobeck, Chief Administrative Officer

### *State Court Administrative Office Personnel:*

Deborah Green, JD, Region I Administrator  
Jodi Latuszek, JD, Region II Administrator  
Bruce Kilmer, JD, Region III Administrator  
Jerry Kole, JD, Region IV Administrator  
Jill Booth, JD, Region V Administrator  
Jennifer Warner, JD, Trial Court Services Director

## ELIGIBLE PARTICIPANTS

This seminar is designed for new and experienced chief judges and court managers. Much of the content will be useful to both chief judges and court managers. Therefore, teams comprised of the chief judge and the court manager with significant leadership responsibility are strongly encouraged to attend this program. *Team applications will be given first priority.*

## GENERAL SEMINAR SCHEDULE

### Day 1

12:15 – 12:55 p.m.	Seminar Registration
1:00 – 1:10 p.m.	Opening Remarks
1:10 – 4:30 p.m.	Enhancing Court Service Through Improved Jury Management

### Day 2

8:15 – 8:45 a.m.	Continental Breakfast
8:45 a.m. – 12:00 p.m.	Budgeting & Fiscal Administration
12:00 – 12:45 p.m.	Group Luncheon
12:45 – 4:00 p.m.	Legal & Effective Human Resources Management

### Day 3

8:15 – 8:45 a.m.	Continental Breakfast
8:45 – 11:00 a.m.	Leadership Styles
11:00 a.m. – 12:30 p.m.	Leadership & the Art of Delegation
12:30 p.m. – 1:00 p.m.	Group Luncheon
1:00 p.m. – 3:00 p.m.	Managing Change: An Implementation Process
3:00 p.m.	Seminar Adjourns

## LODGING & MEALS

For all participants whose courts are more than 65 miles from the Hall of Justice, MJI will pay for the cost of double-occupancy lodging Tuesday and Wednesday evenings, at the Lansing Crowne Plaza Hotel. All rooms are double-occupancy and will be assigned roommates by the Institute. If you wish for a single-occupancy room, you will be required to pay approximately \$43, plus tax, per night at the time of checkout.

All seminar participants will receive complimentary continental breakfast, group luncheons, and refreshment breaks during the second and third days of the seminar. All other incidental expenditures, including dinners, mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit.

Facility space constraints will not allow MJI to make any arrangements to accommodate spouses, family, or friends of the seminar participants for lodging, meals, or at the seminar itself.

MJI seminars are offered at facilities that accommodate persons with disabilities. If you require special accommodations during the seminar, please indicate your needs when registering.

## SEMINAR REGISTRATION

MJI is pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **9715A5**. Please use **Internet Explorer** as your browser when registering for this seminar.

Registration is on a first-come, first-served basis. \*Please note: This is a team based seminar. Participants registering as part of a team will be given priority.

## CONFIRMATION

Applicants will receive an e-mail confirmation, detailing specific on-site registration information. If you have not received confirmation by February 26, please contact MJI at 517-373-7171.

Specific on-site registration information, and the leadership style inventory, will be included with the acceptance notification mailing. ***Every applicant accepted for this program must complete and return the inventory prior to the seminar.***

If you have any questions concerning this seminar or registration process, please contact Heather Leidi at [LeidiH@courts.mi.gov](mailto:LeidiH@courts.mi.gov) or 517-373-7229, or Dawn McCarty at [MccartyD@courts.mi.gov](mailto:MccartyD@courts.mi.gov) or 517-373-7509.

Registration Deadline is **Friday, February 19, 2016.**